

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

DHR		ARCHIVES AND HISTORY	
Application Date August 3, 1979	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Office of District Programs Child Development Section 618 Ponce de Leon Avenue, N.E. Atlanta, Georgia 30308	Application Number 76-120-A	
Application Number DHR-33		Date Received AUG - 8 1979	Date Completed AUG 31 1979
2. Person to Contact Ms. Mary Frances Radcliffe		Working Title Administrative Officer	Telephone Number 894-5681
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>76-120-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void		name of section and files series to show: Child Development	
4. Dates of Series Earliest _____ Latest _____	5. Records Series Title (followed by title used in office, if different) Child Development Financial and Budget Files		
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?	
7. Records Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
The file is arranged :			
8. Monthly Reference Rate One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?		How often are records referred to which are:	
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Mary P. Radcliffe	8/2/79	Elizabeth W. Crank	8/1/79
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	8-28-79
		Secretary of State/Designee	8-27-79
		Attorney General/Designee	8-27-79



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <u>April 18, 1977</u>	1. Agency Address Georgia Department of Human Resources Title XX Administration - Contract Ser- vices Unit - 618 Ponce de Leon Ave., N.E. Atlanta, Georgia 30306	Application Number 76-120-A	Date Received APR 21 1977
Application Number DHR-136		Date Completed MAY 17 1977	
2. Person to Contact Ms. Mary Frances Radcliffe		Working Title Administrative Officer	Telephone Number 894-5681
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>76-120</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <u>1971</u> Latest <u>to date</u>	5. Records Series Title (followed by title used in office, if different) CONTRACT SERVICES FINANCIAL AND BUDGET FILES		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Title XX, of the Social Security Act, is a law which provides social services such as day care, foster care, protective services to abused and neglected children and adults; and meals to the elderly in the community. In Georgia, Title XX programs are administered by DHR. The goals of Title XX services are: self-support self sufficiency; preventing abuse and neglect; preventing unnecessary institutional care; and providing institutional care when necessary. Persons eligible for Title XX services are: recipients of aid to families with dependent children (AFDC); recipients of supplemental security income (SSI); and individuals with low income. Contract Services Unit is responsible for the purchase of services for low-income families and individuals. These services are provided to current, former, and potential recipients of public welfare; for developing policy procedures, recommending policy changes, and making determination that services purchased comply with Federal regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: monitoring contracted organizations for determining compliance with Title XX regulations. Included are: FINANCIAL - form OAS(2)-45 (Rev.3-76) (Special Encumbrance Code Sheet for Contract Payments) is a request for payment on the contract and gives status of contract such as total contract, total payments prior months, dollar value this payment, certified cost, and unpaid amount of the contract; form CFMU-2 (Monthly Statement of Receipts and Expenditures-Title XX) is an item listing of expenditures showing expenditures for current month and year to date, such as personnel expenditures, consultant fees, utilities, and equipment--also shown on this report is cash received for the month from DHR, USDA Food, contributions, other sources--and monthly day-by-day attendance report, showing each day number (of students) attending, number excused sick and number excused absence and total for month. DSS/CSU (11/75) 'C' (Report on Eligibility Status of Clients) shows client eligibility by category and number and total clients served for period File is arranged: numerically by control number assigned by Contract Services; thereunder, by type of service provided; thereunder by contract period.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>monthly</u> ; Seven to twelve months old <u>monthly</u> ; Thirteen to twenty-four months old <u>frequently</u> ; twenty-five months and older <u>occasionally</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>50</u> ; Legal-size drawers <u>4</u> ; Shelves <u>-</u> ; Other (specify) <u>-</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-------------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | * f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Management Circular - FMC 74-7

Uniform administrative requirements for grants-in-aid to State and Local Governments --
Retention and Custodial Requirements for Records

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joe O. Feltner</i>	4-8-77	<i>Elizabeth Crane</i>	3/22/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>W. J. Smith</i>	5-17-77
Secretary of State/Designee		<i>Carroll East</i>	5-13-77
Attorney General/Designee		<i>A. H. Thell</i>	5-17-77

Application for Records Retention Schedule

Georgia Department of Human Resources

CONTRACT SERVICES FINANCIAL AND BUDGET FILES

Page 3

Continuation page

7. for report to DHR Title XX Administration Office; and form SP-122 (6-22) (Monthly Report on WIN Children Receiving Care in Funded Day Care Facilities), a listing by name of facility, project number, name of child and case number; and unnumbered form (GDHR Monthly Report of Certified Cost) shows total accumulated cost for particular month, contract name of program, control number, monthly amount approved in budget for building, transportation and number of children (1/12 annual cost), cost for personnel by name, title, % of time, and monthly salary, and other approved certified costs by category and actual amount, and totals, date, and signature of administrator or director of the facility. PROPOSAL - states type of services to be provided; name of program; legal name of administrative organization; date; total budget (local cash donation, certified cost, and total local share); number of clients to be served and age range; location of program; geographic area to be served; eligibility requirement of those to be served; and list of services to be provided; name of each employee, position to which employee assigned, and qualification of the employee to carry out the responsibility of the position; general description of and specific duties of each position; and schedule for daily activity. Financial Annex gives funding information to contract by name, beginning and ending dates in effect; amount of contract showing amount to be paid by Federal, State, and other sources, fund codes, and letters of commitment; policies, procedures and regulations of contracted service and proof that business meets legal requirements; contract between DHR and contracted facility; revisions to contract; notice of transfer of funds from Governor's Emergency Fund to program and expenditure plan for those funds; and related correspondence.



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/22/76	1. Agency Address Department of Human Resources Title XX Administration Contract Services Unit 618 Ponce de Leon Atlanta, Georgia	Application Number 76-120 75-10-A	Date Received APR 14 1976
Application Number DHR-41		Date Completed MAY - 4 1976	
2. Person to Contact John Howell		Working Title Chief	Telephone Number 894-5681
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>75-10</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971	5. Records Series Title (followed by title used in office, if different) CONTRACT SERVICES PROGRAM See attached		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Title XX of the Social Security Act is a law which provides social services such as day care, foster care, protective services to abused and neglected children and adults and meals to the elderly in your community. In Georgia Title XX programs are administered by the Georgia Department of Human Resources. The goals of Title XX services are; self-support, self-sufficiency, preventing abuse and neglect, preventing unnecessary institutional care, providing institutional care when necessary. Persons eligible for Title XX services are; recipients of aid to families with dependent children (AFDC), recipients of supplemental security income (SSI), individuals with low income. (See Attached Sheet)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the establishment and administration of public assistance service programs (Day Care Centers, Senior Citizen Centers, Drug Treatment Centers, etc.) as contracted to service organizations (Model Cities, public school systems, etc) by the Department of Human Resources. Included are: but not limited to, proposals in narrative format describing the need for the program, costs and recommended services to be performed, contract for service, papers pertaining to the progress of on-going programs, monitoring reports required by Federal regulations to record adherence to guidelines, and supporting documents. (continued-page 3) See attached sheet			
File is arranged: numerically by control numbers assigned by unit or alphabetically by contract name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ Program - 20 Fiscal - 10			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Contracting Agency</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>6</u> years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other SEE BELOW then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)
Contract Services

Program Files (Includes programs proposed by not funded) — Cut-off file at the end of each fiscal year; hold in current files area 1 year; then retire to State Archives for permanent retention.

Contract Services Financial
Financial/Monitoring Files

Cut-off file at the end of each fiscal year; hold in current files area 1 year; then transfer to the State Records Center, hold for 5 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John R. Howell</i>	<i>4/12/76</i>	<i>William J. McDonald</i>	<i>4-14-76</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>William M. Hefner</i> <i>4-30-76</i>
		Secretary of State/Designee	<i>Carroll Hart</i> <i>4/28/76</i>
		Attorney General/Designee	<i>Robert H. Shree</i> <i>5/3/76</i>

#6 (continued)

Contract Services Unit is responsible for the purchase of services for low-income families and individuals, which are provided to current, former and potential recipients of public welfare; for developing policy material, recommending policy changes, and make determination that services purchased comply with Federal regulations.

#7 (continued)

75-10-A Contract Services

Program Files to include but not limited to are:

1. Contract Proposal

- a. Service Delivery Sites
- b. Service Definition
- c. Program Staff
- d. Advisory Committee
- e. Staff Training
- f. Detailed budget - Personnel costs
- g. Donor individuals & organizations
- h. State licensing requirement
- i. Fidelity Bond
- j. Assurance of compliance with Title VI of the Civil Rights Act of 1964
- k. Statement of Comparable Rent
- l. Certified Cost Supplement
- m. Equipment Supplement Request
- n. Public Building-Certified Cost
- o. Day Care Supplement-Summary
- p. Employee Classification
- q. Contract Services Merit System Classification
- r. Clients Receiving Services Report Form
- s. Report on Eligibility Status of Clients Served
- t. Contract Services Personnel Work Sheet
- u. Title XX Service
- V. Request for Financial Information/Authorization to Release Information/
Certification of Financial Information
- w. Family Application for Title XX Social Services (DCS/SSS-462)

2. Contract Between DHR and Contracting Agency

- a. Notification of Contract for Purchase of Services. DCS/SSS(2)-127
- b. Contract Information Sheet

Department of Human Resources
Title XX Administration
Contract Services Unit
618 Ponce de Leon
Atlanta, Ga.

Page 4

#7 (continued)

76-120-Contract Services Financial Monitoring Files:

~~Fiscal and Monitoring Report~~ Files to include but not limited to are:

1. Fiscal

- a. Certified Personnel Cost Record
- b. Monthly Report of Certified Cost
- c. Certified Cost-Public Building
- d. Equipment Purchase Approval Request
- e. Report of Equipment Loss or Damage
- f. Request for Budget Expenditure Transfer
- g. Monthly Statement of Receipts and Expenditures - Title XX
- h. Monthly Expenditures - Equipment and other expenditures
- i. Statement of Comparable Rent

2. Monitoring

- a. Monitoring Report
- b. Request of Funds
- c. Equipment Control Sheet
- d. Personal Service Records
- e. Client Eligibility Control Sheet
- f. Client Attendance Control Sheet

#11 (continued)

Executive Office of the President, Office of Management and Budget, October 19, 1971,
Circular A-102, Attachment C.

"Financial records, supporting documents, statistical records
and all other records pertinent to a grant program shall be
retained for a period of three years.

- a. The records shall be retained beyond the three-year
period if audit findings have not been resolved".

State Archives Personnel have evaluated the file series and have requested that
"Program" documents (not "Fiscal") be retired to State Archives.

Georgia Statute 3-705 (4361) Simple contracts in writing

All actions upon promissory notes, bills of exchange, or other simple contracts
in writing shall be brought within six years after the same shall have become due
and payable.